



Health Services
LOS ANGELES COUNTY

April 7, 2016

**Los Angeles County
Board of Supervisors**

Hilda L. Solis
First District

Mark Ridley-Thomas
Second District

Sheila Kuehl
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Mitchell H. Katz, M.D.
Director

**SUBJECT: REQUEST FOR NEW INFORMATION TECHNOLOGY
SUPPORT SERVICES MASTER AGREEMENT WORK
ORDERS FOR TWO .NET APPLICATION DEVELOPER
CONSULTANTS FOR THE DEPARTMENT OF HEALTH
SERVICES**

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Chief Operations Officer

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

This is to advise the Board of the Department of Health Services (DHS) intent to request the Internal Services Department (ISD) to competitively bid new Information Technology Support Services Master Agreement (ITSSMA) Work Orders (WOs) for two Information Technology (IT) .NET Application Developer consultants for the Application and Development Unit. The period of performance is for 18 months with a total maximum amount not to exceed \$570,000. In accordance with ITSSMA guidelines, prior notice to the Board is required for WOs that exceed \$300,000.

Background

The Application and Development Unit is responsible for developing applications for DHS. The Department currently has a number of internal applications that are in IBM Lotus Notes. In a cost saving effort, DHS will be converting the Lotus Notes applications to .NET, which will require no licensing fees in the future. DHS currently spends \$250,000 annually on the IBM Lotus Notes license fees associated with the application. The requested ITSSMA consultants will provide technical expertise, assist a team of application developers, and help program the most specialized and complex applications. Approval of the consultants is needed to avoid a delay in the conversion process, which requires DHS to renew the IBM Lotus Notes licensing for three additional years.

To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

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SCOPE OF WORK

The general scope of work for each consultant will be to:

- Work under the supervision and direction of the Application and Development Supervisor or designee.
- Modify existing applications to accommodate change of platforms.
- Make suggestions to management on systems development.
- Document all development work performed.
- Troubleshoot and resolve issues with various .NET applications.
- Work with Application and Development Information System technical staff to perform knowledge transfer.
- Convert the following applications from Lotus Notes to .NET:
 - EHR Overall
 - Exam
 - 10 to 15 other applications
- Migrate database environment from SQL 2005 and 2008 to SQL 2014.

JUSTIFICATION

DHS currently does not have sufficient IT staff with the requisite technical skills or knowledge to provide the necessary application development and programming services for the Application and Development Unit's .NET development and maintenance efforts. The Application and Development Unit requires two consultants with highly specialized training to ensure the applications are appropriately integrated. Under the proposed WOs, the consultants will facilitate the transition of support to Application and Development Unit staff through hands-on training, mentoring, and knowledge and skills transfer.

FINANCIAL IMPACT

The hourly rate for the consultants will be determined during the selection process and pricing will be on a time and materials basis. The maximum obligation is expected to be \$285,000 for each consultant, for the 18-month period of performance, with a total maximum amount of \$570,000 for the two consultants.

NOTIFICATION OF TIMELINE

Consistent with ITSSMA policies and procedures, we are notifying the Board of our intent to proceed with the WOs. If no objection is received within ten (10) business days upon receipt of this Board notification, we will request ISD to proceed with the bidding and execution of the WOs.

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If you have any questions or require additional information, please let me know or your staff may contact Kevin Lynch, DHS Chief Information Officer, at (213) 240-8128.

MHK:sa

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Chief Information Office
Internal Services Department